

Position Name: Head of Prosecution and Judiciary Unit	Employment Regime: Seconded	
Ref. Number: UAO 091	Location: Kyiv	Availability: ASAP
Component/Department/Unit: Operations Department/Rule of Law Component/Prosecution and Judiciary Unit	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Head of Prosecution and Judiciary Unit reports to the Head of Rule of Law Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan(MIP);
- To lead, manage and coordinate the work and staff of the Unit to ensure it delivers on Mission mandate within its field of responsibility and tasks as set out in the planning documents, the MIP and instructions issued by the Head of Mission;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP benchmarking in the relevant Line of Operations;
- To ensure, at operational level, coordination with other relevant operational units within the Mission;
- To coordinate with other Mission Components and horizontal Advisers;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Unit with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instruction to the Unit;
- To identify, manage and report the risks arising from specific processes/systems/projects implemented;
- To support the development of the Ukrainian counterparts in the criminal justice system including prosecution service and investigative and criminal court judges, in the field of CSSR and Criminal Justice Sector Reform through mentoring, monitoring and advising;
- To be the key interlocutor for the Office of the Prosecutor General, the public prosecution service, the Qualification and Disciplinary Commission of Prosecutors, the Council of Prosecutors, the Prosecution Training Centre of Ukraine all actors of the judiciary in the field of criminal justice (Supreme Court Criminal Chamber, Appeal Courts, District Courts), the High Council of Justice, , the High Qualification Commission of Judges and the National School of Judges, the Ministry of Justice, Verkhovna Rada of Ukraine and other relevant key partners;
- To advise, in close coordination with the Head of Criminal Investigation and Organized Crime Unit, on best practices in relation to the prosecutorial-led investigation / close cooperation between LEAs and prosecution office;

- To advice on transitional justice measures (besides investigation and prosecution of international crimes) as well measures for strengthening rule of law in liberated areas;
- To coordinate the work of the Mission staff associated with the development of the prosecution service and the judiciary in the area of criminal justice and legal reform;
- To guide the Prosecution and Judiciary Unit in identifying and addressing structural needs in the performance and accountability of the Ukrainian counterparts through strategies, organisational change processes, legislation and institutional development;
- To coordinate building local capacities of prosecutors, judges of criminal courts, chambers and investigative judges;
- To coordinate strategic advice and assistance provided by Mission staff to the relevant Ukrainian partners in developing a legal/regulatory framework;
- To coordinate strategic advice and assistance provided by the Mission staff in the area of translational justice, strengthening rule of law in liberated areas, enhancing rights and protection of vulnerable groups in criminal justice system (victims' of crimes, children);
- To coordinate assisting the relevant Ukrainian authorities in identifying and analysing SSR related legislative needs, challenges, options and solutions;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualification Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree in Law, OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND
- A minimum 6 years of relevant professional experience, out of which a minimum of 2 years at coordination/management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;

- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge in dealing with legal matters, with a specific focus on prosecutorial and/or judicial aspects and experience in change management, management and implementation of reform programmes;
- Practical understanding of legal reform processes including the development of legal policy and legislation, prosecutorial, judicial and legislative aspects.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International/national certificate/diploma in management/leadership;
- Experience in reforming the Prosecution Service and/or the Criminal Justice System in an EU-Member State or in a fragile and conflict affected state;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Understanding of Ukrainian law;
- Knowledge of EU Human Rights legislation;
- Understanding and knowledge of Ukrainian challenges in the area of criminal justice;
- Ukrainian and/or Russian Language skills.